

Surplus Property and Storage Operations

DESCRIPTION OF MAJOR SERVICES

Surplus Property and Storage Operations manages county storage and excess property, internally reallocating used items to departments, distributing equipment to approved community-based organizations, and contracting with auctioneers and recyclers. Detailed reporting is required under county policy and state law.

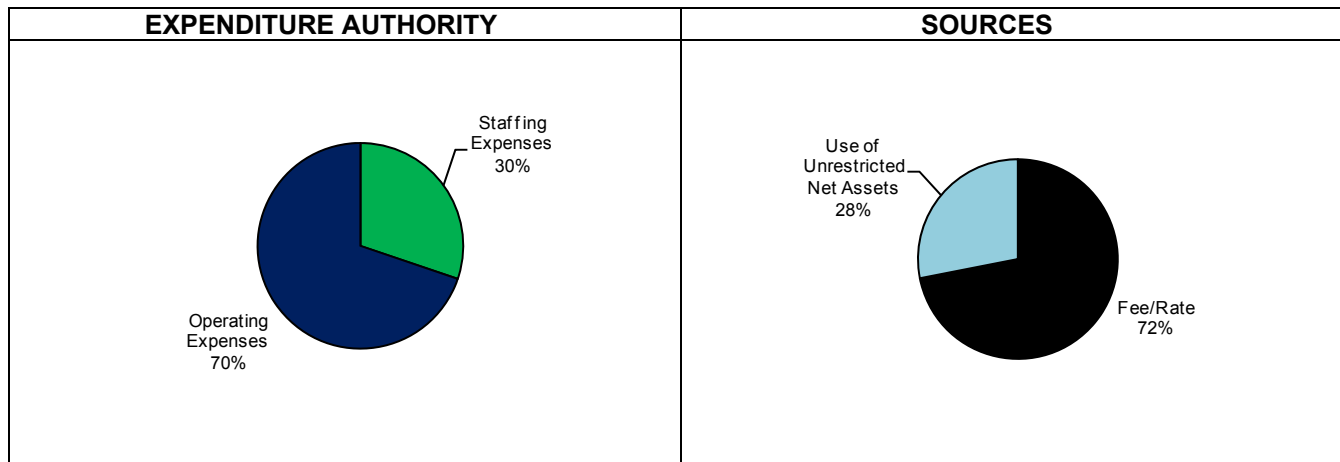
Budget at a Glance

Total Expenditure Authority	\$372,721
Total Sources	\$268,045
Net Budget	(\$104,676)
Estimated Unrestricted Net Assets	\$82,796
Use of Unrestricted Net Assets*	\$104,676
Total Staff	2

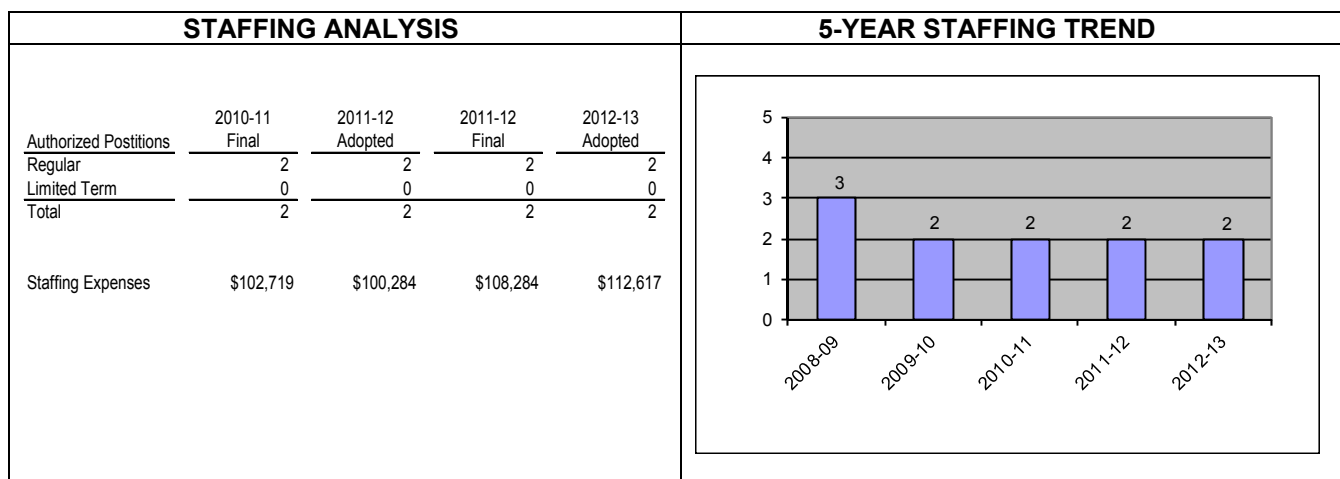
As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through user rates. Unrestricted net assets available at the end of a fiscal year are carried over for working capital or equipment replacement. Any excess or shortage in fund balance is reviewed and incorporated into the rate structure for the following fiscal year.

**Department will address the projected overspending of unrestricted net assets via a mid-year rate adjustment and plans for any significant discretionary expenditures will be monitored closely and perhaps delayed until the underfunding of this budget unit can be addressed.*

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Purchasing
 FUND: Surplus Property and Storage Operations

BUDGET UNIT: IAV PUR
 FUNCTION: General
 ACTIVITY: Surplus and Storage

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	140,468	98,737	102,719	107,184	108,284	112,617	4,333
Operating Expenses	235,789	143,947	301,165	244,293	255,512	260,104	4,592
Capital Expenditures	5,663	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	381,920	242,684	403,884	351,477	363,796	372,721	8,925
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	381,920	242,684	403,884	351,477	363,796	372,721	8,925
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	381,920	242,684	403,884	351,477	363,796	372,721	8,925
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	355,051	333,042	360,903	332,148	332,032	268,045	(63,987)
Other Revenue	0	(489)	0	0	(60,176)	0	60,176
Total Revenue	355,051	332,553	360,903	332,148	271,856	268,045	(3,811)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	355,051	332,553	360,903	332,148	271,856	268,045	(3,811)
Net Budget	(26,869)	89,869	(42,981)	(19,329)	(91,940)	(104,676)	(12,736)
Budgeted Staffing					2	2	0

BUDGET CHANGES AND OPERATIONAL IMPACT

The Department is expecting a slight increase in staffing expense due to increased retirement costs. Departmental revenue is slightly less than last year. Proceeds from live auctions have declined, most likely due to recycling more e-waste. Handling charges have increased, likely due to departments looking for cost-effective solutions to replenish equipment, computers, and supplies. Toner rebates have also increased somewhat. However, expenses for this mandated function continue to outpace revenue, despite staffing at a minimum level. Therefore, in 2012-13 the department plans to restructure the rate strategy in order to address the consistent under-funding of this budget unit.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$112,617 fund two positions. Operating expenses of \$260,104 includes COWCAP, insurance charges, facilities charges, professional services and transfers for a share of administrative staff budgeted in Purchasing's general fund budget unit. Departmental revenue of \$268,045 includes auction revenue, handling charges billed to county departments, and proceeds from recycling.

STAFFING CHANGES AND OPERATIONAL IMPACT

There are no changes to budgeted staffing within this budget unit. Two positions operate the surplus property and storage operations.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Surplus Property and Storage	2	0	2	2	0	0	2
Total	2	0	2	2	0	0	2

Surplus Property and Storage

Classification

- 1 Stores Supervisor I
- 1 Storekeeper
- 2 Total

